



Planning Administrator

Department: Planning

Class Code: 6426

EEO Code: 22

FLSA: E

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in performing a variety of supervisory, administrative and technical work in managing the zoning and plan review processes for the Planning Department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates and manages personnel and work flow of plan review and zoning processes; interviews, trains, supervises and evaluates staff; determines work procedures, prepares work schedules, and expedites workflow; oversees plan review process such as subdivisions, site plans, building permits and certificate of occupancy requests; oversees zoning and conditional use processes; oversees substantial accord process; evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the County; meets with developers, citizens, Commission members and others as needed; prepares a variety of studies, reports and related information for decision making purposes; provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public; acts as County Project Coordinator for major projects; assists Comprehensive Planning with the preparation of the Comprehensive Plan; reviews and prepares amendments to the zoning and subdivision ordinances; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of zoning laws and ordinances including their formation, process of adoption, and enforcement; of planning programs and processes, particularly in high growth areas; of effective supervisory principles; of personal computers.

Considerable skill in effective oral and in written communication with architects, contractors, developers, owners, supervisors, employees and the general public; in establishing effective working relationships. Ability to perform field work including walking through rough and undeveloped sites; ability to climb stairs as needed.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a master's degree in planning, public administration or related field and four years of progressively responsible experience in the planning field including two years of supervisory experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
